

Request for Qualifications (RFQ)
CALFED Watershed Riparian Buffer Project
Application Instructions

This document provides instructions for preparing and submitting an application for the CALFED Watershed Riparian Buffer Project. It is important that applicants follow the instructions to ensure that their application will address all of the required elements. Applicants are reminded that, once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

COMPLETING AN APPLICATION ONLINE

Applicants must submit a complete application online using the State Water Board Financial Assistance Application Submittal Tool (FAAST) at the following secure link:

<https://faast.waterboards.ca.gov/index.html> **Facsimile (FAX) submittals will not be considered.** When an applicant has created a user account and begins to fill out an application, FAAST assigns a unique Proposal Identification Number (PIN). Applicants should include this proposal number in the subject line of any email requesting assistance with FAAST.

FAAST allows an applicant to save an application in progress online and submit the application when the applicant has gathered and entered all requested information. After the application is submitted, an automated confirmation email will be sent to the applicant confirming the date and time of submission. Applicants are strongly encouraged to avoid last minute submittals to allow time for FAAST technical support, should any submittal problems occur.

To print out a blank copy of the entire application:

1. Initiate a new application and fill out the following three fields on the first page: "Project Title", "Project Description", and "Responsible Regional Water Board." Applicants can come back to edit these fields later.
2. Click on the "Save and Continue" button to initiate the application process.
3. Click on the "Preview/Submit Application" button and select the "Print" option from the browser "File" menu.

TECHNICAL SUPPORT

For technical support using the FAAST system, please contact FAAST staff at 1-866-434-1083 or faast_admin@waterboards.ca.gov.

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The checklist below is provided as a guide for applicants to ensure that they have submitted the required information in the FFAST online application. To login to access the FFAST system, applicants must go to <https://faast.waterboards.ca.gov>

Table 1 – FFAST Checklist	
1.	GENERAL INFORMATION The following fields must be completed:
	<u>Project Title</u> – Provide title of the Proposal. At a minimum, enter “Riparian Buffer Tool” for the Project Title. You may follow it with a dash and some more descriptive title of your project, such as “Riparian Buffer Tool - Decision Support System for Watershed XYZ”. If this item is not completed, FFAST will not accept the application.
	<u>Project Description</u> – Provide a brief description of the Proposal. The length of the Project Description is limited to 1,000 characters including spaces and returns. At a minimum, enter “The project is a scientifically-based decision support tool that assists land use planners (i.e., on-the-ground practitioners) determine ecologically-significant and scientifically based riparian buffer widths (RBWs).” You may choose to enter more information in the project description. If this item is not completed, FFAST will not accept the application.
	<u>Applicant Details</u> – Provide the name and address of the applicant organization.
	<u>Project Director</u> – The Project Director is the person responsible for filing an application and executing a grant agreement and subsequent amendments for the applicant. Persons that are subcontractors to be paid by the grant cannot be listed as the Project Director.
	<u>Project Manager</u> – The Project Manager is the day-to-day contact on this project from the Applicant Organization.
	<u>Grant Funds Requested</u> – Provide amount of grant funds requested for the Proposal in dollars. Enter an amount up to \$500,000.
	<u>Cost Match</u> (Identified in FFAST as local cost match) – Provide cost match for the Proposal in dollars. Matching funds are not required, but are encouraged to ensure a competitive proposal.
	<u>Total Budget</u> – Grant funds requested plus cost match.
	<u>Latitude/Longitude</u> – Enter the latitude/longitude coordinate of the approximate midpoint of the Project Location in degrees using decimal format. Do not average your locations.
	<u>Watershed</u> – Provide name(s) of the watershed(s) where the Project is located. If the Project covers multiple watersheds, list the primary watershed first.
	<u>County</u> – Select the County in which the Project is located.
	<u>Responsible Regional Water Board</u> – Provide the name of the Regional Water Quality Control Board (Regional Water Board) in which the Project is located. If the Project extends beyond one Regional Water Board boundary, select “Statewide” from the drop down list. If this item is not completed, FFAST will not accept the application.
2.	LEGISLATIVE INFORMATION Enter the State Assembly, State Senate, and U.S. Congressional Districts in which the

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	Project is located. For Projects that include more than one district, please enter each district. Look at tables provided in FFAST to assist with determining the appropriate districts.
3.	COOPERATING ENTITIES Include entities that have/will assist the applicant in Proposal development or implementation. Provide name(s) of cooperating entity(ies), role/contribution to Proposal, first and last name of entity contact, phone number, and email address.
4.	AGENCY CONTACTS If the applicant has been collaborating with State and Federal agencies (Department of Water Resources [DWR], Regional Water Board, State Water Board, U.S. Environmental Protection Agency (USEPA), etc.) in Proposal development, please provide agency name, agency contact first and last name, phone, and email address. This information is used to identify individuals who may have an understanding of a Proposal and in no way indicates an advantage or disadvantage in the ranking process.
5.	APPLICATION QUESTIONNAIRE The answers to these questions will be used in processing the application and determining eligibility and completeness.
6.	PERFORMANCE MEASURE CLASSIFICATION This is for data collection Purposes only and your responses will not affect the ranking of your project. Describe the characteristics of the project by entering or choosing from the given criteria from each of the following categories in the FFAST Performance Measure Classification Tab. (Please note: Save each entry by clicking on the "Save As Work in Progress" button before moving to the next Category tab) 1. Purpose of the project- Select the purpose of your project and enter the percentage for each indicated purpose. 2. Waterbody- Select the type of waterbody and the percentage that will be addressed in your project. 3. Land Use- Select the land uses in the project area and enter a percentage for each one. 4. Site Condition- Select the Site condition that is causing the impairment that your project will address and enter the percentage for each condition. 5. Implementation Activities- Select the Implementation activities that will be implemented by your project and enter a percentage for each activity. 6. TMDL- Select the TMDL phase in the Attribute name dropdown and select the TMDL Stressor in the Sub-attribute dropdown and enter the percentage for each stressor. 7. BMP- Select the BMPs and the BMP subgroups that will be implemented by the project and enter a percentage for each BMP. 8. Sampling- Select the Constituents that will be sampled and monitored in the project.

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APPLICATION QUESTIONS

The applicant should answer the following questions on the “Application Questionnaire” Tab of the electronic FFAST application to be considered for funding:

1. CALFED funds restrict eligible applicants to Local Public Agencies, Public Agencies, Public Colleges, 501c(3) Nonprofit Organizations, 501(c)(5) Nonprofit Organizations, Indian Tribes, State Agencies, or Federal Agencies. Indicate your organization type in the box below. Explain.
2. If selected, you will enter into a grant agreement with the State Water Board to conduct the project as outlined in the [Request for Qualifications \(RFQ\)](#). Please indicate below if you are proposing any changes to the Scope of Work outlined in the RFQ. If so, briefly describe the changes in the box below and attach a strikeout / underline version of the [Scope of Work](#) as Attachment D. If you are not proposing any changes to the [Scope of Work](#) outlined in the Request for Qualifications, please attach the Scope of Work provided in the RFQ as Attachment D.
3. Discuss the stakeholders you will involve in the project and how you will engage their participation.
4. Briefly describe the existing resources and data your team has to conduct literature reviews and create a Technical Advisory Committee (TAC). Include a discussion on how you will bridge data gaps to implement a successful project. *Please note: you will have an opportunity to provide more detail in Attachment A (Statement of Qualifications) and Attachment B (Project Team Member Resumes).*
5. Discuss how environmental regulations and requirements will be met to implement a successful project.
6. Describe the foreseeable risks or obstacles involved with this project, and how your team will overcome them. (e.g. obtaining landowner access)
7. Briefly describe below if you will leverage any existing resources to provide match for the project. While the grantee is not required to provide matching funds, addition of volunteer services or matching funds to complete or augment the Scope of Work is encouraged. *Please note: you will have an opportunity to provide more detail on the Budget in Attachment C.*
8. Have you ever received funds from a solicitation administered by the State Water Resources Control Board or any Regional Water Quality Control Boards? (Select Yes/No from the drop down menu.) If you answered yes, indicate project titles, contract or grant agreement numbers, and status of project. (e.g. in negotiations, ongoing, closed out, terminated, etc.)
9. Has the Applicant or any Cooperating Entities entered into a contract or grant agreement: (1) that was terminated; (2) in which funds were withheld by the State Water Board; or (3) that has been the subject of an audit in which there were findings regarding the management of the

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project or funds by the Applicant or a Cooperating Entity? If so, explain in the box below, including actions taken to address the problem.

10. Is the Applicant or was the Applicant a party to a current or pending legal challenge to any State Water Resources Control Board or Regional Water Quality Control Board regulation or order, which either requires performance of the project, although not required, whose terms or conditions would be satisfied in whole or in part by performance of the project? If so, explain in the box below (include the name and case number of your explanation.)

11. The grantee selected to implement this project will develop a decision support tool to assist land use planners in determining ecologically significant and scientifically-based riparian buffer widths (RBW), as outlined in the [Request for Qualifications](#). By checking the box below next to "I Agree", you acknowledge that the **Project Director** has read and understands the what the Request for Qualifications is asking of them and the [General Terms and Conditions](#) of the Grant Agreement.

APPLICATION ATTACHMENTS

Please provide all attachments in PDF format.

Part of the electronic application in FFAST allows the applicant to upload documents from their local computer to the system. Attachments A – D are required to be considered for funding. Attachment E is optional.

Attachment_A_Statement_of_Qualifications (Up to 10 pages)

Include information on:

- **Professional Experience**
Your organization's professional experience and background decision support tool development or related skills. Please describe the roles each individual (including subcontractors) will take in the project.
- **Technical Knowledge of Project Team**
Discuss your knowledge of Federal, state and local laws, including the California Environmental Quality Act, The Endangered Species Act, Clean Water Act, and the Porter Cologne Water Quality Control Act.

Discuss the roles and responsibilities of other environmental and resources agencies (Federal, State and local) as they relate to riparian buffer zone determination.

Describe your team's knowledge of natural resources. This includes, but is not limited to, soils, geology, climate, biology, aquatic and terrestrial resources, air quality, hydrologic systems, geomorphology, and assessment of riparian habitat quality and health.

Describe your team's computer expertise or experience in web-based application development.

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- **Public Outreach and Facilitation**

Please discuss your team's experience in public outreach, including preparation of materials, facilitation experience, and conducting and coordinating public meetings and workshops.

- **Dependability, Reliability, & Detailed Timeline**

Please discuss your team's workload and ability to meet schedules, and record of reliability and dependability in past projects. Grantee must have a contract in place by June 30th, 2009, and Grantee must complete the project by June 30, 2011. Given the proposed Scope of Work, please provide a detailed timeline that outlines the projected schedule for the project, including all project work items.

Attachment_B_Project_Team_Member_Resumes

Provide resumes of project team members. Identify individuals (including subcontractors) capabilities (background, training, or related skills), professional experience, education (including dates of their most recent technical degree), and other relevant information.

Attachment_C_Budget_Spreadsheet

Provide a budget spreadsheet using the [Budget Template](#).

Attachment_D_Scope_of_Work

Provide the [Scope of Work](#). If an amended Scope of Work is proposed, provide the changed Scope of Work with strikeout / underlines of the changes.

Attachment_E_Other_Supporting_Information

This attachment is optional. Please provide any other information you feel is relevant to this application that you have not mentioned previously.